

## Corporation Meeting

Minutes of the meeting held on Thursday 22<sup>nd</sup> May 2025 4.00pm – 7.00pm at Blossomfield Campus

**Present**

Paul Assinder – Chair of Corporation  
Tony Lucas – Vice Chair of Corporation  
Christine Abbott  
Rebecca Gater – Principal and CEO  
Helen Kinghorn  
Ravi Kumar  
Graham McKean  
Dave Nanda  
Amirun Nehar  
Cheryl Pidler  
Donna Poole – Staff Governor  
Harrison Thompson

**In Attendance**

Sam Bromwich – Director of Corporate Governance, Risk and Compliance, Nancy Buckley – Vice Principal Business Growth, Skills and Partnerships, Pete Haynes – Vice Principal HR and Student Services, Heather Hunt – Deputy Principal and CFO, Linda McLaughlin – Vice Principal Quality & Curriculum, Tina Taylor – Senior Governance Officer, Adam Thomas – Director of Student Services (one item only), Sonia Wallace - Assistant Principal - Service Industries (one item only)

**Apologies**

Susie Ankrett, Sarah Horton-Walsh, Sharmin Rima – HE Student Governor,  
Megan Bacalla – FE Student Governor, Mehreen Mirza

### 1. Welcome and Announcements

The Chair welcomed all to the meeting. Sonia Wallace – Assistant Principal Service Industries and Adam Thomas – Director of Student Services will join for their items.

### 2. Apologies for Absence

Apologies were received and accepted from Susie Ankrett, Sarah Horton-Walsh, Sharmin Rima, Megan Bacalla, and Mehreen Mirza.

### 3. Declarations of Interest

None to declare

### 4. Membership Update

#### 4.1 Membership Report

The report was presented and provided information on the composition and membership and any vacancies of the Corporation and its committee's and to advise Corporation on any appointments necessary.

The Chair advised that Donna Poole, Staff Governor will come to the end of her term of office in July and has indicated that she does not wish to stand for re-election. The Chair thanked Donna for her contribution and noted that she will join the July meeting. The Senior Governance Officer

will forward the Staff Governor nominations process to the Search & Governance Committee for review, before circulating it to all staff for self-nomination. **ACTION**

The Chair invited governors to note the recommendation from the Search & Governance Committee regarding the appointment of two new governors under item 4.2.

#### **4.2 Recommendations from S&G Committee:**

Thanks were extended to Helen Kinghorn for her support throughout the enhanced recruitment and compliance process. Governors were informed that a recent skills audit had identified areas where there are gaps in Corporation's skills and experience sets. The College had engaged Peridot to undertake a search for governors and a strong group of candidates applied for the position. The Committee reviewed the recommendations, raising concerns about a potential consultancy link with the FE sector for one of the short-listed governor candidates. Assurance has been obtained that they will not operate within the FE sector or with our competitors, during their term of office, without Chair's prior approval. Safeguarding considerations on this matter, will now be embedded into the annual appraisal process.

**A governor observed** that the governor recruitment process has improved because of the recent review and discussions in the committee.

With no further comments or questions the Corporation **RATIFIED** the appointment of Susan Hopewell & Kelvin Nash as a Full Member effective 1<sup>st</sup> June 2025, subject to the necessary reference and employment checks.

#### **5. Chair's Action and Use of College Seal and Chair's E-signature**

Received for information.

#### **6. Minutes of the Previous Corporation Meeting on 19<sup>th</sup> March 2025**

The minutes of the previous meeting held on 19<sup>th</sup> March 2025 were circulated and **APPROVED**.

##### **6.1 Matters Arising (verbal)**

The Gender Pay Gap paper was shared as a linked document and a brief explanation was provided and noted.

##### **6.2 Actions**

The actions report was circulated, and updates were provided and accepted.

It was agreed that action 12 from the meeting held on 19<sup>th</sup> March 2025 should be extended by a further 3 months. Furthermore item 9 from the meeting held on 19<sup>th</sup> March 2025 could be moved to completed.

##### **6.3 Top Key Risks**

The Top Key Risks were shared for discussion.

#### **7. Committee Minutes**

The following draft minutes were circulated and **NOTED** for information:

- Notes from Property SiG meeting 27.03.2025

#### **8. Chair's Update**

The report summarised the activities of the Chair of the College and updated Governors on key developments. The Chair confirmed that the report should be largely taken as read. The following additional matters were raised;

##### **Quality & Curriculum Special Interest Group**

The Chair referred to the need to establish a Quality Special Interest Group (SiG), noting that governors had discussed the need for greater focus in this area on several occasions. It was considered appropriate to establish a SiG for an initial period of 12 months,

particularly to support the newly appointed Vice Principal for Quality & Curriculum in their role. Helen Kinghorn will chair the SiG, and membership is open to all governors. Governors agreed to proceed with the establishment of the group.

### **Annual Strategic Conversation 2024/25**

The Chair reflected on the recent Annual Strategic Conversation, describing it as a positive and productive meeting. Thanks were extended to the executive team for their contributions on the day.

### **Weston College Update**

An update was provided regarding Weston College. A letter has been received from the FE Commissioner, highlighting the need for focused attention on this matter. The Chair noted that there are lessons to be learned for the Corporation as a whole, including implications for the Remuneration and Audit & Risk Committees. It was agreed that this issue will be incorporated into the Audit & Risk Committee's terms of reference for scrutiny and linked to remuneration considerations. Outcomes will be reported back to the Corporation.

## **9. Principal's Update**

The Principal's report was circulated which focused on key areas of the College. The following link documents were shared for information:

- MP Manuela Perteghella - Investment in FE letter
- Strategic Plan Project Timeline
- Sustainability Update

The Principal provided an overview, noting that, as referenced by the Chair, the Annual Strategic Conversation had recently taken place. Attendees included the Vice Principal for Business Growth, Skills and Partnerships and the Vice Principal for Quality & Curriculum, both of whom made strong contributions by outlining the College's focus for the next academic year and providing a curriculum and skills update. The meeting was described as positive, and a summary will be included in the Principal's update at the next Corporation meeting.

The timeline for the Strategic Plan was shared for information. It was noted that by the time of the next meeting, feedback from stakeholder engagement sessions is expected to be available.

### **Strategic ambition 1**

This is A Quality focused meeting . We have undertaken two HE related pieces of consultation to inform our new HE Strategy:

- Quality review – replicating an OfS inspection
- HE Curriculum Review to examine our offer and whether we could be adapting to this.
- Financial sustainability.

Further information will be shared at the forthcoming HE briefing.

### **Strategic ambition 2**

An update about applications, accountability statement and sub-contracting on agenda was provided. There is an increase in community funding 25/26 and the college are working with the west midlands combined authority.

### **Strategic ambition 3**

An update was given regarding modelling the pay percentage for next year and the team will look at benchmarking.

### **Strategic ambition 4**

An update was provided following the recent AoC announcement welcoming a £160 million investment in 16–19 study programmes in colleges. It was noted that the College will need to assess what this additional funding means in practical terms. The Deputy Principal and CFO added that, depending on the outcome of the school funding review, there may be scope for some of the funding to be allocated toward pay.

A further update was provided on the Post-16 grant for the period April to July, totalling £417K, which is scheduled for payment in July 2026, along with confirmation of the NI grant. In response, the Deputy Principal and CFO confirmed that the NI grant has been secured.

Referring to the £2.2 million DfE Condition Grant, the Principal advised that the funding is designated for estate improvements but cannot be used to expand the College's physical footprint. The grant must be spent by 2027, and once a draft plan is in place, it will be shared with the Corporation.

### **Strategic ambition 5**

The sustainability update was shared in the linked document for information and there will be a governor's briefing session on this in June.

### **Reputation building and events:**

The Student Voice representative was recently invited to the Mayor's Parlour, where she was awarded a Certificate of Recognition for her work on knife crime awareness. The Mayor was both surprised and pleased to learn that she is a female student in the Motor Vehicle programme. She expressed interest in supporting her aspirations and offered to connect her with a contact in Formula 1, aligning with her stated career ambitions.

The report was **NOTED** for information, understanding and decision making by governors.

## **10. Quality Update**

The Assistant Principal for Service Industries joined the meeting to present an update about Service Industries.

The presentation explained in detail information regarding schools and number of learners, successes, and the areas in intensive care.

Following an update on the January exam schedule, **the Chair asked** about student reactions. The Assistant Principal for Service Industries responded that learners were generally comfortable with the exams, noting that staff had expressed more concern than learners. It was highlighted that holding exams in January has proven beneficial, as it provides learners with an opportunity to re-sit if needed and reduces pressure overall. Staff have recognised the positive impact of this approach.

**A governor raised concerns** regarding the Education and Childcare provision, noting that while it had previously been rated as outstanding, intervention measures are now in place to prevent further decline. It was highlighted that retention has dropped significantly from 92% to 83%, prompting the question of why this has occurred.

In response, the Assistant Principal for Service Industries acknowledged that leadership focus within the department had been impacted, which contributed to the decline. As a result, targeted intervention is being implemented. The pastoral team is currently investigating the underlying causes. The Vice Principal Quality & Curriculum added that although an informal process is underway, a Programme Manager has been appointed to help stabilise the situation. It was also noted that some internal processes had not been consistently followed, but these are now being addressed.

**A governor noted** that during focus visits, learners raised concerns about course organisation - specifically being scheduled on-site every day for sessions as short as one to 1.5 hours. This was seen as a potential disincentive, particularly for those who travel. The governor asked whether this reflects a wider challenge for the College. In response, The Vice Principal Quality & Curriculum confirmed that this issue is recognised and is being addressed through the business planning process. Heads of Department are supportive of reviewing current arrangements. This academic year, a timetable grid has been implemented, which all departments are required to follow. The grid is designed to align curriculum delivery with English and Maths provision and to optimise room usage. This approach will continue to be a focus in planning for the next academic year.

**A governor asked** whether the January exams are formal assessments and if holding them earlier reduces preparation time or increases pressure on learners. In response, it was explained that the College operates on a semester-based model, and the modular structure allows for earlier assessment. This approach has been found to build learner confidence and reduce pressure overall.

The Assistant Principal for Service Industries was thanked for the presentation and left the meeting.

### **10.1 Quality Report (Term 3)**

The report presented the updated Quality Report for 2024/25.

The Vice Principal Quality & Curriculum noted that the report had been revised, with key changes highlighted. The updated risk score ratings reflect these changes. An update was also provided on current risks, particularly those where RAG ratings have shifted to red.

**The Chair noted** the Vice Principal's confident assessment and asked whether it was supported by a structured process, and how objective assurance was obtained. The Vice Principal Quality & Curriculum explained that assurance is drawn from multiple sources including learning walks, student voice, and quality data providing a broad and balanced view rather than relying on a single measure.

#### Governors' comments and questions:

**A governor asked** whether the information gathered from schools is collated to support predicted achievement rates for 16–19 learners. The Vice Principal Quality & Curriculum confirmed that this is currently being reviewed.

**Discussions took place** regarding apprenticeships for predicted rates and whether satisfaction rates were due to competitors. The Vice Principal Quality & Curriculum highlighted that this year the College has invested in an initiative to increase student enrichment opportunities. While not all schools initially participated, the initiative was included in the survey to encourage engagement and ensure enrichment is accessible to all learners. The importance of this investment and its intended impact were explained to governors.

**A governor asked** why student satisfaction continues to decline year on year. In response, the Vice Principal Quality & Curriculum acknowledged that attendance remains a key issue. She noted that the College is engaging with another institution to explore alternative approaches, as repeating the same strategies each year has not yielded improvement. A more targeted, in-house approach is now being considered, along with a review of how satisfaction is measured.

**A governor asked** whether the ongoing attendance challenges could be linked to the impact of lockdown. In response, the Vice Principal Quality & Curriculum acknowledged this as a

contributing factor, noting that today's learners are not the same as pre-pandemic cohorts, with increased mental health concerns and reduced resilience. She provided an update on the College's wraparound support, staff training, and early intervention strategies in place to address these issues.

The Principal added that similar challenges are being reported by schools. A recent meeting with Solihull Council highlighted efforts to better manage attendance at school level, with the aim of improving outcomes as learners transition into college.

**A governor noted** that retention is currently below target and highlighted that a third of young learners are enrolled in English and maths, representing a significant proportion of the student body. The governor asked what strategies are in place to improve engagement and attendance for these learners. In response, the Vice Principal Quality & Curriculum confirmed that the College is working closely with Programme Managers to ensure learners are prepared to sit exams throughout the year. A detailed update was provided on the support measures in place. The Staff Governor also shared examples of effective practice from their own school.

**A governor asked** whether there are specific strategies in place to improve the management of English and Maths, and whether there is evidence to support progress? In response, the Vice Principal Quality & Curriculum confirmed that throughout the year, the Head of Department has maintained strong relationships with other Heads, fostering open dialogue. Deep dives have produced positive outcomes, and each area now has a dedicated coach to share best practice. Student focus groups have also provided encouraging feedback. While final results are pending, early indicators suggest improved predicted achievement rates. If outcomes do not meet expectations, this will signal that current strategies require review.

The report was **NOTED** for information, understanding and decision making by governors.

## **10.2 Spring Student Satisfaction Survey**

The report provided the results from the Spring Satisfaction Survey for both FE and Apprentice learners. A detailed explanation of the findings was provided.

**A governor raised** the importance of understanding why some learners may not recommend the college and suggested including this in the survey, along with a satisfaction question. The Staff Governor shared feedback from their group, noting that some learners felt they had no one to recommend the college to as all their friends already attend. It was proposed that the Student Voice Executive review future survey questions to better tailor them to the audience. **ACTION**

**A discussion was held** on the phrasing of the survey question "I am happy with the teaching." It was suggested that "happy" may be too vague and should instead reflect whether the teaching is effective and appropriate for the learner. The group agreed it would be useful to understand how learners interpret "happy" in this context. **ACTION**

**A governor noted** a decline in A Level performance. The Vice Principal Quality & Curriculum acknowledged that A Levels are challenging and suggested that small group sizes may be impacting the learning experience. This issue has been identified through quality processes and requires further analysis.

**A governor questioned** how the 51% response rate and 85% satisfaction rate from the survey could be better leveraged in marketing. The Vice Principal for HR and Student Services responded that positive results are already featured on the website, and further work is being done to identify the most impactful messaging and comparative positioning.

The report was **NOTED** for information, understanding and decision making by governors.

### 10.3 RQF L3 Exam Results

To reported presented the results from the January BTEC RQF Level 3 examinations which help to provide a good indicator of progress towards final achievement.

**One governor welcomed** the low absence rates as a positive indicator but raised concern over the high number of near passes. They asked whether Heads of School systematically review merit points to help balance borderline outcomes. It was confirmed that this process is in place and was explained during the meeting.

The report was **NOTED** for information, understanding and decision making by governors.

### 10.4 Regional Performance Ranking

The report informed Governors about the provider achievement data for 2023/24 which shows the College's performance against 12 West Midlands General Further Education (GFE) Colleges.

The Vice Principal Quality & Curriculum expressed dissatisfaction with last year's results, noting that while the college has remained static, others have progressed. Some positives were acknowledged, but further improvement is needed. The Principal added that significant changes have already been made, with early signs of improvement. These issues and actions have been shared with Executive Management Team (EMT), Heads of School, and their teams, with an emphasis on embedding change at all levels.

Governors emphasised the importance of delivering the best possible curriculum and asked whether reaching a top three position within three years is achievable. The Principal confirmed this is the goal and stressed the ambition to achieve it with integrity and in a way that genuinely benefits learners.

**Governors discussed** the potential to refine data reporting and noted that while some colleges may include non-essential qualifications, these could enhance learner experience. It was agreed that, based on current data, there is no reason the college cannot outperform others, though it will be a significant challenge. The new strategic plan will be key to driving this ambition. The Vice Principal Quality & Curriculum expressed her confidence in the strength of her team and their shared commitment to achieving the college's improvement goals.

**Governors agreed** that longitudinal benchmarking would support more informed evaluation of progress. The Vice Principal Quality & Curriculum agreed to provide a three-year comparative dataset showing the college's position against others to support strategic analysis and decision-making. **ACTION**

The Vice Principal Quality & Curriculum highlighted how the college currently ranks 10th out of 13, though two outstanding northern colleges are excluded from West Midlands data. Additional analysis shows the college is second from bottom in English and maths, underscoring the need for improvement. These subjects will be included in next year's report.

The Chair thanked The Vice Principal Quality & Curriculum, noting that the depth of questions and comments reflected governors' strong commitment to supporting her, the team, and the college's continued progress.

The report was **NOTED** for information, understanding and decision making by governors.

*There was a short break for food.*

## 11. Governor feedback on Skills – verbal update

Discussed under item 12.

## 12. Annual Accountability Statement

The report provided an update about the Annual Accountability Statement 2025 project and present a first draft.

The Vice Principal for Business Growth, Skills and Partnerships provided an update on the purpose and progress of the statement. Last year's statement was reviewed in January and again recently to assess progress against set targets. The 2024/25 accountability targets have been RAG-rated as Ongoing, On-track, or Completed, with 90% of last year's targets achieved. Governor feedback has been incorporated, and a separate meeting was held with the Skills Link Governor and Susie Ankrett - thanks were extended for their support. The statement now includes a description of the overall curriculum and the college's strategic aims. Feedback from governors is still welcomed. Due to tight timescales, Chair's action is requested for approval.

The Skills Link Governor commended the extensive work undertaken by the Vice Principal for Business Growth, Skills and Partnerships and The Vice Principal Quality & Curriculum to align the college's strategy with local, regional, and national skills needs. He noted the changing landscape presents significant opportunities, including major capital programmes, and emphasised the importance of staying ahead of emerging skill demands. He also highlighted the strong progress made against new targets, with most achieved and a few still ongoing, describing it as a great achievement.

**A governor asked** whether SMEs have access to the statement. It was confirmed that the document will be public and shared with the Combined Authority and the DfE. Discussions also took place regarding the development of targets for the 2025/26 statement.

The Chair confirmed **approval** to delegate authority for a Chair's Action, subject to the final draft being reviewed by the Skills Link Governor and Susie Ankrett. **ACTION**

## 13. Careers and Guidance Progress Report

The Director of Student Services joined the meeting to present the report which provided Governors with an overview of the work of the Careers Service. He also confirmed that he had met with the Careers Link Governor and received a full report and comments. The Vice Principal for HR & Student Services welcomed the Careers Link Governor's involvement.

The report was **NOTED** for information, understanding and decision making by governors.

## 14. Safeguarding Termly Update

The Director of Student Services presented the termly Safeguarding and Prevent update, noting a busy period with 200 referrals and a 66% increase at Woodlands. Staffing updates included the appointment of a Deputy Designated Safeguarding Lead (DSL) across all three sites and the filling of a vacancy from the start of the academic year. The Vice Principal for HR & Student Services added that mental health referrals are being addressed, with a stress indicator tool being considered for both learners and staff. Staff survey results will be reviewed at the start of the next academic year.

**In response to a governor's question** about staff training to distinguish between safeguarding and mental health concerns, the Director of Student Services provided a detailed explanation, confirming that appropriate resources are in place to triage referrals effectively.

**A governor asked** whether data is collected to show if learners feel their issues are being effectively addressed. While learners are not currently surveyed on this, the measure of success is typically whether the student is supported back on track with their studies. It was noted that ensuring learners feel safe remains a key priority.

The student satisfaction survey at Woodlands campus was discussed, it was noted the increase in referrals can mean greater vigilance.



It was noted that mental health concerns vary between the Woodlands and Blossomfield campuses. **A governor asked** whether any specific factors contribute to this difference. The Director of Student Services responded that while no clear factors have been identified yet, a review is currently underway.

## 15. Student Applications Update

The Vice Principal Quality & Curriculum presented the report on Applications for 2025/26.

**A governor inquired** about the demographic growth of incoming learners and whether the college is securing its market share. The Principal responded that while the college is currently maintaining its market share, there is a strategic aim to expand. This is in anticipation of a projected demographic decline in the coming years, which necessitates proactive measures.

**Another governor remarked** on the notable volume of health-related applications, referencing the 1% figure presented. They asked whether a more detailed breakdown was available. The Staff Governor noted that discussions around this topic have evolved recently.

The report was **NOTED** for information, understanding and decision making by governors.

*The Director of Student Services left the meeting.*

## 16. Sub-Contracting Update/Termly Report.

The Vice Principal Business Growth, Skills and Partnerships gave an update on progress against the Sub-Contracting Plan for 2024/25 which included (detail items from report)

An update was provided on subcontracting actuals for 2024/25, along with a detailed explanation of the proposed subcontracting plan for 2025/26. Governors were also briefed on the latest subcontractor quality update, and a copy of the RMF quality report for April 2025 was received.

**In response to a question** about why subcontracting planned for January had not been actioned earlier, the Vice Principal for Business Growth, Skills and Partnerships explained that the college prefers to finalise its internal business plans before outsourcing delivery. It was noted that a percentage of subcontracted provision is retained by the college as a management fee, and there is a strategic interest in delivering more adult skills provision in-house, particularly through the new campus.

**The Chair commented** that the RMF deep dive report presented a mixed picture and asked for further insight. The Vice Principal acknowledged this and noted that the findings were linked to the quality update. A full review of RMF has been conducted, including a site visit by the quality team. While overall delivery is considered satisfactory, a recent change in leadership was identified as a potential weakness. Nevertheless, the College is confident in its relationship with RMF and its ability to support improvements going forward.

**A governor raised a concern** about the importance of ensuring impartiality in the process. The Vice Principal confirmed that the tender process has not yet commenced, and once it does, the college will not engage in further discussions with RMF about the project. It was noted that the tender process will provide an opportunity to assess what other providers can offer.

Finally, the Vice Principal advised that the selection of a new training partner for ASF-funded adult skills provision is still pending. Subcontracting arrangements will be confirmed once funding allocations are finalised.

The Corporation **APPROVED** the following recommendations:

- Overall Subcontracting strategy
- Proposal to select a new Training Partner for Community Learning
- Proposal to select a new Training Partner for and ASF funding

## 17. Governance

The Director of Corporate Governance, Risk and Compliance presented the reports.

### 17.1 Remuneration Committee Annual Report

It was noted that the report should be taken as read. It was confirmed that one area of scrutiny relates to the disclosure of the Principal's remuneration package. It was highlighted that full disclosure has been provided in line with the latest guidance on appraisal and pay.

### 17.2 Feedback from Search & Governance Committee

Governors were informed that the College will be seeking quotes for the upcoming External Board Review. The intention is to conduct the review during the same period as in previous years—between April and June—with the aim of reporting the outcomes to the Corporation in July next year.

### 17.3 Meeting Dates for 2025/2026

The meeting dates for 2025/2026 were received and **APPROVED**.

### 17.4 Feedback from Financial Oversight Group (FoG) Chair – verbal update

The Chair of the FoG feedback The FOG met on 27<sup>th</sup> March – the main items were discussed:

**Performance to date** - The January PMR indicated an improved surplus, largely due to in-year growth funding. Staff costs rose due to agency usage, but the pay-to-income ratio is forecast to remain at the agreed 66%. Governors were assured that financial targets are on track and a 'good' rating remains achievable. The March PMR has since been posted for further assurance.

**Contribution** - Contribution for 2024/25 is slightly below forecast. STEM was impacted by high agency costs, while Services performed slightly above expectations.

**Budget for 2025 / 26** - The initial draft budget for 2025/26 projects a small deficit (excluding any pay award). This will be finalised ahead of FoG in June and Corporation in July. The group expressed a preference for a breakeven or small surplus position.

A 6% increase in 16–18 learner numbers is forecast, driven by lagged funding, with no in-year growth funding assumed. A separate project is underway to boost market share in this age group through a more sales-focused approach. Adult and HE income is expected to fall below current year levels. Agency staff costs - particularly in STEM - remain high, with some roles costing over 25% more than permanent equivalents. A new structure and recruitment strategy aim to reduce this. The team has been asked to model the impact of replacing agency roles with permanent staff.

Maintaining the 66% pay-to-income ratio will be challenging due to inflation, growth, and labour market pressures. The team is reviewing non-pay costs to identify £1.8m in savings. While the 66% target remains, FoG is open to considering a short-term increase if well justified.

**Reserves policy** - The Group felt that retaining cash reserves at £10m was appropriate and this will come to Corporation for approval.

### 17.5 Feedback from Property Special Interest Group (SiG)

The Property SiG recommended full approval of the projects, which **APPROVED** by Corporation.

- STEM Growth - Woodlands Campus (£3.5m)
- STEM Growth - Stratford Upon Avon Campus (£2.5m)
- Barriers, access control and integrated ID card system for the Woodlands Campus (£250K)
- Heating Solution for Stratford Campus (£500K).

In addition, the Property SIG recommend that Corporation approve in principle that an offsite location is leased for a brick workshop at Stratford. This was **APPROVED** by Corporation.

The Chair noted that governors had received the necessary assurances. The Chair of the Property SiG recommended that the group continue reviewing project packages over the summer. Any approvals required during this period may be progressed via Chair's action, which will be reflected in the Terms of Reference. **ACTION**.

#### **18. Confidential**

No items were discussed.

#### **19. Policies**

The Code of Ethics for Staff and Governors policy was shared and **APPROVED**.

#### **20. Item for information**

The following items were noted for information:

- Bids and Projects
- Gifts and Hospitality Report
- March PMR

#### **21. Any Other Business**

The Director of Corporate Governance, Risk and Compliance provided a reminder about the learning visits and focus groups, asking governors to add their name to a date if possible.  
**ACTION**

#### **22. Future Dates**

Dates were confirmed as per the agenda.

- Tuesday 1<sup>st</sup> July 2025 at 4pm with the annual dinner.

The Chair thanked everyone, and the meeting ended at 7.10pm



**Signed:**

**Dated: 01.07.2025**

**Paul Assinder – Chair of Corporation**